



Lawrence Berkeley National Laboratory  
Disbursements Office  
One Cyclotron Road, MS: 937-200  
Berkeley, CA 94720

## Helpful Hints for Our Vendors

We want to process your invoices promptly. Here is information that will expedite payment processing:

- Lawrence Berkeley National Laboratory, Lawrence Livermore National Laboratory and UC Berkeley are separate entities.
- Please mail invoices **directly** to the Disbursements Office. Our mailing address is:

Disbursements Office  
Lawrence Berkeley National Laboratory  
PO Box 528  
Berkeley, CA 94701-0528

### **Or**

You may email us your invoice at **apinvoice@lbl.gov**. Please make sure your company's name appears in the subject line of the email.

- **Note our purchase order subcontract number on your invoice.** LBNL's Purchase Orders are 7 digits long, contain only numeric characters and are preceded by a 6. Invoices without a purchase order number will be returned to you.
- **Be sure that your invoiced items match those on the purchase order.** If the quantities differ, or if lines on a purchase order have been combined on your invoice, the transaction may require additional research, which may cause a delay in payment.
- **Invoices are paid based on the terms of subcontract from the date of receipt in our office.**
- For a copy of **LBNL's Resale Certificate** (tax exempt), please contact your AP representative.
- **LBNL's Federal Tax ID Number is 94-2951741**



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**We offer payments by wire transfer as an alternative to paper checks.** With a wire transfer, the payment is deposited into your bank account 48 hours after the payment is approved. Wire transfer eliminates payment delays and the risks involved with paper checks such as loss, theft, etc. Click [here](#) for the Vendor Wire Request form.

- **How to locate your Disbursement's account representative.** You can click [here](#) to get a current list of Accounts Payable Customer Service Representatives. Your contact for your organization is handled by the person listed next to the first letter of your organization's name. For example, the Accounts Payable customer service representative for ABC Company is the individual listed next to letter "A" because ABC Company begins with the letter "A." You can either click on the Accounts Payable Customer Service Representative's name to e-mail your inquiry or call the individual. Please include your telephone number, company name, invoice number and our po number on any e-mails.